



## Administrative & Finance Assistant JOB DESCRIPTION

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The Animal Shelter of the Wood River Valley (in Hailey, Idaho) is on a mission to enrich the quality of life in our community by connecting animals and people. We do this through innovative programs that inspire and have impact beyond our borders. The first “no-kill” shelter in the state of Idaho, annually we help more than 1,600 animals and touch the lives of more than 5,000 people through our programs. Voted the “Best Non-Profit Organization” in the Wood River Valley for the last 6 years, we are proud to be a model for other animal welfare organizations and to be at the forefront of best-practices in non-profit management.

### **JOB SUMMARY:**

The Administrative & Finance Assistant is responsible for the organization’s bookkeeping functions, including accounts payable & receivable and accurate entry of income and expenses. The Administrative & Finance Assistant must be familiar with and adhere to financial and cash management policies. The administrative portion of this position will provide general administrative support to the organization.

**Classification:** Non-exempt

**Supervisor:** Finance Specialist

**Office Location:** Hailey, Idaho

### **QUALIFICATIONS:**

Prefer a minimum of a Bachelor’s degree and experience in an office environment with computer and bookkeeping duties, preferably in the non-profit sector.

Have a demonstrated commitment to animals and the community, and at least a basic understanding of non-profit organizations.

Strong administrative and computer skills, including strong proficiency with QuickBooks Online, Microsoft Office, database experience and the ability to quickly learn new programs.

Ability to organize and manage diverse duties, set realistic deadlines, and independently manage task timelines while remaining flexible under pressure.

Must take pleasure from getting the smallest details done right and enjoy entering data that is accurate and reliable.

Must work well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently-abled.

Should exhibit a positive attitude, common sense, flexibility, and teamwork with ability to exercise independent judgment.

## **DUTIES & RESPONSIBILITIES:**

### **Financial**

- Responsible for the daily bookkeeping for the Animal Shelter and Barkin' Basement Thrift Store, including deposit preparation, accounts payable and accounts receivable functions.
- Review all invoices for correctness, and work with finance team to help ensure good purchasing controls.
- Record monthly statement activity for Paypal, Schwab accounts, website, etc.
- Monitor the cash reserve of the organization's checking accounts, updating the Finance Specialist as appropriate to assure there is ample reserve on a monthly basis to meet accounts payable requirements at both the Shelter and the Barkin' Basement.
- Assist with necessary preparations for annual audit.
- Invoice data for reimbursement with local city and county agencies for Impound Program.
- Submit necessary reports and make timely payments for monthly, quarterly and year-end tax requirements.
- Responsible for the timely payment and record keeping of all insurance premiums.
- Maintain ability to fully utilize the capabilities of QuickBooks Online by attending trainings, webinars or other continuing education options.

### **Office Duties**

- Assist with answering phones
- Pick up, sort, and distribute mail several times weekly
- Pick up/deliver documents to/from Shelter, Barkin' and Development offices when needed.
- Responsible for general office administration from ordering supplies to coordinating service technicians and others, as needed.
- Manage employee clothing inventory and work with managers to fulfill approved requests for their staff, as needed.
- Participate in regular team meetings and actively look for ways to help other staff be more efficient and effective.
- Other duties as assigned by supervisor.

**HOURS, SALARY & BENEFITS:**

Hours: Part-time position, estimated 20-24 hours/week, weekdays, final schedule to be determined with supervisor. Occasional nights and weekends required for special events. Certain times of year are busier than others and will require more time.

Wage Range: \$18-23/hour, depending on experience, financial training, proficiency/efficiency in job tasks, and ability to work cooperatively while fostering the mission of the organization.

Benefits: 403(b) retirement plan & company contribution, paid holidays, and other benefits available per the guidelines in the Employee Handbook.

*The Animal Shelter of the Wood River Valley is an equal opportunity employer.*

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*Employee Signature*

*Print Name*

*Date*

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*Supervisor Signature*

*Print Name*

*Date*